

## Step #6B: Writing Bib Cards

### Materials Needed:

- ✓ **Index cards**
- ✓ **Pen**
- ✓ **Rubber band and/or plastic sandwich bag**
- ✓ **Access to various source types (computer, internet, library books, etc.)**

1. Select a new blank index card for each new source (whether it's a book, a new website, a different magazine, etc.).
2. Prepare your source card by referring to the appropriate "**MLA Bibliography/Works Cited Format**" handouts that match your source type (book, periodical, website, etc.). Use the reference page to help you determine what sort of information you need to collect from your source. For example:
  - For a website, at minimum, you'll need to collect the site title, the date you accessed the information, and the site's URL address. If possible, the author or editor's name, the last update date and the organization that publishes the site should be included.
  - For a book, at minimum, you will need to collect the author's name(s), book title, publication date, publisher name, place of publication and the page numbers you're using.
3. Give your index card a number and write that number in the upper right-hand corner. This will be known as your "source card". Let your first source be #1, your second source be #2 and so on. These numbers should coincide with the numbers you copy onto *note* cards, on which you write your notes while reading information from this source.

(Format for a book w/ 1 author) #

Last name, First name. *Title of Book*. City of  
Publication: Publisher, Year of Publication.

(Format for an article from a magazine) #

Author(s). "Title of Article." *Title of Periodical* Day  
Month Year: pages.

(Format for info. found on the web) #

Author(s). "Title of Article." *Title of webpage*. Day  
Month Year of publication: page numbers. Day  
Month Year of Access <URL address>.

(Format for an article found online) #

Author(s). "Title of Article." *Online database*  
Day Month Year of publication: page  
numbers. Day Month Year of Access  
<URL address>.